



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-J1

8 December 2006

MEMORANDUM FOR ALL JFHQ-State J1

SUBJECT: National Guard Bureau (NGB) Guidance on Requirements for Appointing and Training Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs) (J1-06-034)

1. References:

a. DoD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program, October 6, 2005

b. Army Regulation 600-20, Army Command Policy, February 1, 2006

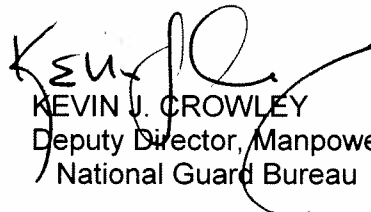
c. Air Force Sexual Assault Policy, June 3, 2005

2. There are three echelons of Sexual Assault Victim Advocacy in NGB's SAPR Program. The Joint Force Headquarters (JFHQ) SARC, the Wing SARC (Air National Guard) and the Deployable SARC (Army National Guard), and the VA.

3. The SARC and VA can provide crisis intervention, referral, and ongoing non-clinical support to the victim of a sexual assault. The SARC will oversee routine management and follow up of cases through an established process. In addition, the SARCs oversee the development and execution of training related to sexual assault. Specific appointment and training guidance is outlined in the attached enclosure.

4. The point of contact for this memorandum is Ms. Jane Lux, NGB-J1 SAPR Coordinator, DSN 329-0577 or 703-601-0577, email Jane.Lux@ngb.ang.af.mil.

Enclosure
as


KEVIN J. CROWLEY
Deputy Director, Manpower and Personnel
National Guard Bureau

CF:
Each CoS
Each ESSO
Each Commander
Each JFHQ SARC

VOLUNTEER VICTIM ADVOCATE APPLICATION

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

ORGANIZATION: _____

HOME PHONE: _____ DUTY PHONE: _____

1. Describe why you are interested in becoming a volunteer victim advocate?

2. What skills, education, or life experience do you have that you believe would help you serve effectively as a volunteer victim advocate?

3. In what ways do you think you would benefit personally from your training and service as a volunteer victim advocate?

4. Based on your current understanding of the responsibilities of a volunteer victim advocate, what do you think would be difficult or challenging aspects of this role for you?

5. Are you willing to commit to the mandatory training on and off-duty that may be required to assist the victim? There will be initial and continuing education.

6. What other volunteer activities are you engaged with?

7. Do you have any current significant stressors in your work or personal life? How do you manage resultant stress?

Requirements for the Selection, Appointment and Training of SARCs and VAs

1. The Adjutant General (TAG) will appoint a Joint Forces Headquarters (JFHQ) SARC to implement the SAPR for their state or territory. The TAG may select more than one JFHQ SARC depending on the end strength or geographical disbursement of units within the state. The JFHQ SARC will be responsible for understanding and implementing the DOD, Army, Air Force, NGB, Army Guard and Air Guard guidance and rules. If a Guard member is a victim of sexual assault while deployed, the SARC will coordinate with any Active Duty or Deployed SARC to maintain the services and support the victim needs.
2. Commanders at the brigade level and higher in the ARNG will appoint, on collateral duty, a minimum of one Soldier to serve as the command's Deployable SARC. When deployed (Title 10 status), the Deployable SARC will assume full SARC responsibilities for the command. When not deployed, the Deployable SARC will not assume SARC duties but may serve as a VA or alternate JFHQ SARC.
3. Commanders at the wing/battalion level and above will appoint, on collateral duty, a minimum of two Airmen and Soldiers to serve as VAs. Commanders should begin to identify these VAs in anticipation of future VA training.
4. Because of the sensitivity and complexity of working with sexual assault victims, SARC and VAs must be carefully selected. A SARC and VA are likely to become involved in highly charged and emotionally stressful situations when assisting victims of sexual assault. Commanders should properly screen candidates to ensure that SARCs and VAs can meet the following requirements:
 - a. Be recommended by the chain of command.
 - b. The Wing Commander or the first LTC at battalion level equivalent or higher in chain of command will approve the recommendation.
 - (1) ANG Wing SARCs must be trained by an approved Air Force SARC training. Air Force guidance requires that SARCs be at least a senior Captain and above, report directly to the Vice Wing Commander (Wing/CV), and are fulltime.
 - (2) ARNG DSARCs must be trained by an NGB approved SARC training prior to assuming duty. Brigade or higher SARC must maintain a liaison with the installation SARC in garrison so that they understand the installations process and procedure for providing services.
 - b. Be deployable (if assigned to a deployable unit).

c. Be able to respond to a sexual assault incident at anytime when on IDT, AT, or ADSW.

d. Have outstanding duty performance, as evidenced by a review of the individuals evaluation reports.

e. Demonstrate stability in personal affairs. Soldiers or Airmen will not have a recent history of domestic violence or severe personal problems including significant indebtedness, excessive use of alcohol, or any use of illegal drugs.

f. Must not have been punished under the provisions of the UCMJ during the 5 years preceding the nomination.

g. Must have achieved the rank of SSG or higher, or 1LT or higher.

h. Must be appointed on orders or by letter to the collateral duty of SARC and/or VA.

5. The duties of the SARC include:

a. Ensure overall management of sexual assault awareness, prevention, training, and victim advocacy.

b. Serve as the designated program manager of victim support services who coordinates and oversees implementation and execution of the sexual assault prevention and response program.

c. Advise the victim of their options for limited reporting to command or unrestricted reporting. Ensure victim acknowledges in writing his/her preference for reporting. If the victim chooses the limited reporting option, the victim must acknowledge in writing that he/she understands limited reporting may limit the ability to prosecute the assailant and an understanding of why DoD policy favors unrestricted reporting.

(1) If the victim chooses the limited reporting option, ensure the victim is taken to a Healthcare Provider in lieu of reporting the incident to law enforcement or the chain of command.

(2) If the victim chooses the unrestricted reporting option, the SARC will immediately notify law enforcement, command, and the Healthcare Provider.

(3) For the purpose of public safety and command responsibility, the SARC will report information concerning sexual assault incidents, without information that could reasonably lead to personal identification of the victim, to command officials within 24 hours of the incident.

d. Assign a VA to assist the victim immediately upon notification of the incident.

- e. Oversee VAs in the performance of their VA duties.
- f. Ensure victims of sexual assault receive guidance and emotional support during administrative, medical, investigative, and legal procedures, and that victims understand the processes involved.
- g. Maintain liaison with the Provost Marshal/CID (Deployable SARC), civilian authorities, chaplain, medical and legal services, and commanders to facilitate immediate response and accurate reporting of sexual assault incidents.
- h. Ensure all incidents of sexual assault are reported to the first wing commander or first LTC in the ARNG chain of command, civilian authorities within 24 hours of receipt. Limited and restricted reports are limited to a "need to know" and include only non-identifying personal victim information.
- i. Ensure all sexual assault information (e.g. program information case disposition status) is reported to the Adjutant General or designated representative.
- j. Conduct Senior Leader training to increase awareness of sexual assault issues and high-risk behavior.
- k. Track and maintain a roster of what subordinate units require VAs and Deployable SARCs, and the status of their training.
- l. Publish and maintain a roster of trained VAs and chaplains available to assist victims of sexual assault.
- m. DSARCs should turn over case files to JFHQ SARC upon redeployment.
- n. Track services provided to victims of sexual assault from initial reports of sexual assault through disposition and resolution of the victim's health and well-being.
- o. Maintain case management information on incidents of sexual assault and ensure a smooth transition, with the JFHQ SARC, of all cases not completed prior to redeployment.
- p. Train VAs in a deployed environment.
- q. Serve as a permanent member on the Sexual Assault Review Board (SARB).

5. The duties of the VA include:

a. As needed, provide to victims of sexual assault, crisis intervention, referral, and ongoing non-clinical support. In the case of multiple victims, each victim should have a different VA. The victim alone will decide whether to accept the offer of VA services.

b. Inform victims of the options to use civilian service providers (e.g., medical, legal, and chaplain) and other resources available to victims, depending on the duty status when the sexual assault occurred. Ensure guidance provided to the victim of sexual assault is accurate and comprehensive.

c. Provide initial information to the victims on their rights, including their right to refuse services and the scope and limitations of the advocate's role.

d. Safeguard documents pertaining to sexual assault incidents while in the possession of the VA and protecting information that is case related.

e. Provide support to the victim throughout the medical, investigative, and judicial process; however, a victim may opt to seek assistance without the presence or assistance of the VA. The VA will exercise sensitivity with regard to the victim at all times, but will not counsel the victim. The advocate will accompany the victim, at the victim's request, during investigative interviews and medical examinations. The advocate's mission is to support, assist and guide the victim through the process. The advocate is not to make decisions for the victim or to speak for the victim, or to interfere with the legitimate operations of medical, investigative and judicial processes.

f. Meet standards for selection and attend initial and ongoing training.

g. Complete required reports on incidents of sexual assault that will include referrals to victim services.

h. Serve in a collateral duty capacity.

6. Commanders are encouraged to use the attached Volunteer Victim Advocate Application form for selection and screening purposes.